STATE OF ARIZONA

DIVISION OF EMERGENCY MANAGEMENT

RECOVERY SECTION

STANDARD OPERATING PROCEDURES

PUBLIC ASSISTANCE PROGRAM

SECTION 9

DEBRIS MANAGEMENT

Rev 5/08

STATE OF ARIZONA
DIVISION OF EMERGENCY MANAGEMENT
PUBLIC ASSISTANCE PROGRAM

STANDARD OPERATING PROCEDURES

DISASTER DEBRIS MANAGEMENT

I. OVERVIEW

Nearly all disasters result in some sort of debris being deposited. Managing the debris cleanup is the purpose of this section. The State of Arizona has developed a Debris Strategy Plan backed by Attachments designed as checklists to assist in the development of debris removal and processing.

II. DEVELOPING A DEBRIS MANAGEMENT STRATEGY

The key to developing a debris management strategy is to first, define the required outcome and then identify and complete the tasks necessary to achieve that outcome. The strategy should aim to foster the implementation of efficient and cost effective debris recycling and disposal programs; maximize the use of local resources; and speed recovery efforts so the community can return to normal as soon as possible. The debris management process should include the following:

A. Pre-disaster Assessment

B. Debris Management Programs

C. Contracts

D. Curbside Collection Policy

E. Public Information

F. Building Demolition Policy

G. Household Hazardous Waste (HHW)

Reimbursement for the removal of eligible debris is approved through the Project Worksheet (PW) process regardless if the disaster is a State or Federal declared event.

III. OPERATIONAL PLAN

The response and recovery process begins when the County Emergency Management Director notifies the State Emergency Operations Center (SEOC). Debris Management activities usually begin immediately after the disaster occurs and in some cases before ADEM/FEMA can discuss eligibility. The ADEM DFO will deploy Debris Field staff, as necessary, to assist local and state officials and monitor general debris operations.

Appendix B, D and E of Reference (2) outlines various methods of estimating debris quantities. Examine pictures, aerial photography of damage site, consider type of debris (is it scattered or in piles), measure piled debris and if scattered, measure a typical area to determine amount of debris in that area. Then that figure can be multiplied by the number of like areas in the damage site to obtain a reasonable estimate of the debris contained at this site.

If buildings are completely destroyed by the disaster (other than fire):

One Story House formula:

$$\frac{L' \times W' \times 8'}{27' \text{ per cy}} = \_\_\_\_\_ \text{cu.yds.} \times 0.33 = \_\_\_\_\_ \text{ cu. yds. of debris}$$

(0.33 factor accounts for "air space" in the house)

Consider reduction of debris where applicable:

- Burning (95% reduction)
- Chipping/Grinding (75% reduction)
- Recycling of metals (mobile home frames and chassis), vehicles and other metal items.

Monitoring of debris removal and recycling are necessary to keep costs reasonable and discourage over charging for work accomplished. Applicants are responsible to furnish qualified monitors to:

- Review load tickets and verify amount of debris hauled.
- Checking truck loads for proper loading and/or estimate load amounts.
- Determine if "scope of work" is being completed.
- Examine cost documentation to determine cost eligibility.
- Review equipment use, labor hours and debris hauled for compatibility.
- Monitoring of contractors work to determine if they are following the eligible "scope of work".

IV. RESPONSIBILITIES

The ADEM is responsible for the operation of the Debris Strategy Plan.
See page 19 of the Reference (1).

For further details on the operation of the debris removal and processing activity, including environmental issues, debris monitoring and recycling programs see the following references:

(1) ADEM Recovery Function, Appendix #1, State Debris Management Strategy.
(2) FEMA 325 - Public Assistance Debris Management Guide..
(3) FEMA 322 - Public Assistance Guide.
(4) FEMA 321 - Public Assistance Policy Digest
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To stay abreast of the latest FEMA policies refer to FEMA Website at **www.fema.gov**.

STATE OF ARIZONA

DIVISION of EMERGENCY MANAGEMENT (ADEM)

RECOVERY FUNCTION

APPENDIX #1

STATE DEBRIS MANAGEMENT STRATEGY

May 2008

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The State of Arizona Emergency Response and Recovery Plan is the basis for the "State Debris Management Strategy" and is added as Appendix #1 under the "Recovery Function".

I. INTRODUCTION

The State of Arizona consists of 15 counties. Each county government has a Director of Emergency Management assigned to represent the residents and visitors of those counties. Indian reservations cover 27.7 % of Arizona land while National Forests cover another 15.5 % *. Terrain in these counties varies from desert to high mountains and everything in between. Because of the mountains and run off from sporadic torrential rains onto parched lowlands and the potential for rapidly thawing snow, the state is prone to flooding. Due to our sporadic and limited rainfall we are also prone to wild land fires in our many forest areas. Both types of disasters can and have caused a great amount of debris in the past.

The State of Arizona has 10 qualified Disaster Reservists, who have been trained in Debris Management techniques through FEMA approved study guides and/or in-house training sessions. Most can be called at a moments notice, briefed and assigned as necessary to cover debris management issues.

Reference: (1) Debris Management Course, #202
(2) Debris Management Guide, FEMA 325

II. PURPOSE OF THE STRATEGY

The purpose of the Strategy is to:

(1) Provide hands-on assistance to the applicant,
(2) Assist State and Federal staff following a declared event,
(3) Provide assistance to local county and city officials for pre-disaster debris planning, including pre-positioned disaster debris contracts, and
(4) Provide educational programs to potential applicants in the form of in-house briefings and FEMA on-line courses.

The plan describes basic debris management strategies backed up by attachments designed as check lists to assist in the development of debris removal and processing plans. Tables #1 through #4 are included as a planning aid for a particular disaster and the resulting debris.

* Reference USDA Resource Bulletin, RMRS-RB-2, January, 2002.

III. DISASTER DEBRIS MANAGEMENT STRATEGY

The key to developing a debris management strategy is to first, define the required outcome and then identify and complete the tasks necessary to achieve that outcome. The strategy should aim to foster the implementation of efficient and cost effective debris recycling and disposal programs; maximize the use of local resources; and speed recovery efforts so the community can return to normal as soon as possible. The debris management process should include the following:

A. Pre-disaster Assessment

A pre-disaster assessment is a comprehensive evaluation of existing resources that would be available should a disaster strike.

Attachment A contains a pre-disaster assessment checklist.

B. Debris Management Programs

Methods used for debris removal vary with the type and severity of the disaster. Planning the various methods ahead of time will facilitate activation when the time is of essence.

Attachment B contains a debris management program checklist.

C. Contracts

Three types of contracts are suitable for debris removal: Time and Materials, Lump Sum, and Unit Price contracts. Careful consideration should be given to the type of contract method used. Reference: Public Assistance, Debris Management Guide, FEMA 325 Chapter 2 and 10.

Attachment C contains a contracting checklist.

D. Curbside Collection Policy

Some disasters create a great amount of debris which effects local businesses and home/property owners. This debris on private property may be moved to "curbside" for pickup by government or contracted debris removal vehicles. Careful planning and monitoring is required so only eligible debris is collected.

Attachment D contains a curbside collection program checklist.

E. Public Information

The success of disaster debris recycling collection programs will depend on active participation by the public. It is important that the public understands the rules and guidelines for participating in the collection program so that the program is successful. The best way to ensure that the public receives the correct information about the program is to engage in a public information campaign. There are various methods of providing information to the public.

Attachment E provides a checklist of public information issues.

F. Building Demolition Policy

Debris generated from demolishing severely damaged building structures represents a small portion of the overall debris generated by most disasters. Refer to: FEMA 325, Public Assistance, Debris Management Guide, Chapter 4 and 12 to ensure all demolition requirements are met.

Attachment F is the demolition policy checklist.

G. Household Hazardous Waste (HHW)

HHW must be addressed in order to minimize potential public health and safety impacts, and help diminish costs and confusion. Consultation with fire departments, police and other local entities may be involved in HHW collection.

Attachment G contains a checklist for HHW collection.

Temporary storage sites may be required when the disaster produces very large amounts of debris or debris which includes recyclables and/or hazardous materials.

Mutual Aid agreements and/or Memorandum of Understandings are another way for communities to plan for debris cleanup help.

Reimbursement for the removal of eligible debris is approved through the Project Worksheet (PW) process regardless if the disaster is a State or Federal declared event. See the listed references for details.

IV. OPERATIONAL PLAN

The county director notifies the State Emergency Operations Center (SEOC) and the response and recovery process begins. Immediately following a disaster, debris

management activities are usually started before ADEM or FEMA can meet with applicants to discuss program eligibility. During this quasi-eligible period, the ADEM DFO will deploy Debris Field Staff, as necessary, to assist local and state officials and monitor general debris operations. The Debris Field Staff may be deployed immediately following an event and before the State or the federal government issues an official declaration. The Debris Field Staff will be based out of the Disaster Field Office (DFO) or a designated ADEM office and report to the Debris Team located in that office. The Debris Team will manage the information provided by the Field Staff (see organizational chart, page 19).

V. RESPONSIBILITIES

The Arizona Division of Emergency Management (ADEM) has the primary responsibility for the operation of this Strategy Plan. The ADEM PAO will assign a Disaster Reservist or a qualified permanent employee as the State Disaster Debris Coordinator. This person is responsible for the total debris management process and should be updated continually by the individual Debris Teams. State support agencies are listed under "Recovery Functions", page RF-1 and may be utilized as necessary.

Debris Teams – The primary objective of the Debris Team is to:

a) Educate applicants on the Public Assistance eligibility for debris projects,
b) Monitor debris contractors, and
c) Assist the PACs/Field Staff and the Public Assistance Officer in writing and reviewing Project Worksheets for debris activities.

Following a disaster the Debris Team at the field office and the Debris Field Staff will play an essential role in expediting the movement of funds to the Arizona applicants.

Debris Field Staff – Field Staff consist of ADEM disaster reservists who will provide assistance to local and county personnel in estimating amount of debris, eligibility and methods of handling the removal of debris. They will monitor contracts for debris removal, advise on correct procedures, documentation and assessments of debris. They will also assist applicants and PACs in the writing of PWs for debris removal.

Field Staff will be furnished a "Go-Box" consisting of supplies needed while on field assignment. They will also check out a cell phone and GPS unit as needed. They will be required to keep in contact with the Debris Team on a continual basis.

VI. REFERENCES

1. FEMA 322 Public Assistance Guide
2. FEMA 321 Public Assistance Policy Digest
3. FEMA 325 Public Assistance Debris Management Guide

VII. REVIEW

This strategy is subject to review for suitability and applicability. Any suggestions to improve, change or rewrite this plan are welcome and should be sent to:

Arizona Division of Emergency Management
Attn: Public Assistance Program Manager
5636 E. McDowell Road
Phoenix, AZ 85008-3495

TABLE 1
Disaster Debris Composition

Putrescible & Vegetative Debris	Inert Debris	Construction & Demolition Debris	Personal Property Debris	Damaged White Goods	Hazardous Waste & Special Waste	Damaged Vehicles	Other
Foods	Mud	Acrylic	Beds	Washing Machines	Hazardous Waste: Asbestos Wastes	Boats	Bi-metal Containers
Leaves	Dirt	Asphalt	Mattresses	Dryers	Cleaning Agents	Cars	Plastic & Glass Bottles
Branches	Rocks	Blinds	Computers	Dishwashers	Combustibles	Busses	Charred Wood
Uprooted Trees	Sand	Brick	Desks	Refrigerators	Explosives	Trucks	Ash
Shrubs		Carpet	Telephones	Stoves	Fertilizers	Small Planes	Sand Bags
		Concrete	Typewriters	Hot Water Tanks	Oils		
		Drywall	Chairs	Furnaces	Paints		
		Electrical Wires	Chests		Pesticides		
		Lighting Bulbs	Lamps		Radioactive Materials		
		Glass & Mirrors	Sofas		Solvents		
		Insulation	Artwork		Other Toxics		
		Masonry	Books		Special Waste: Dead Animals		
		Metals	Papers		Biomedical		
		Tiles	Clothing				
		Pipes	Ceramics				
		Plastics	Furniture				
		Rubble					
		Rebar					
		Utility Poles					
		Vinyl					
		Wood					

TABLE 2
Disaster Debris Generation

DISASTER EVENT	DEBRIS GENERATED	INCIDENTAL DEBRIS
Wildfires Urban Fires	Construction & Demolition, Charred Wood, Ash, Sandbags, Plastic & Glass Bottles and Bi-metal Cans.	▪ Fires burn slope stabilization vegetative growth. Waters from fire fighting efforts weaken hill slopes, which in turn trigger mudslides and rock slides. ▪ Sandbags and plastic used for water control are indirect fire debris. ▪ Debris is concentrated to the affected area.
Floods Flash Floods Dam Failure	Construction & Demolition, Personal Property, White Goods, Inert, Hazardous Waste, Putrescible & Vegetative Waste, Sandbags, Plastic & Glass Bottles, Bi-metal Cans and Dead Animals	▪ Fires and explosions resulting from disruption of utility systems generate fire debris such as charred lumber and ash. ▪ Floods can cause mudflows and mudslides in mountainous areas. ▪ Dead animal carcasses can cause diseases. ▪ Large volumes of plastic and glass water bottles are generated when emergency water supplies are brought into an affected area. ▪ Debris is commingled and scattered beyond the affected area.
Earthquake	Construction & Demolition, Personal Property, White Goods, Inerts, Hazardous Waste, Putrescible Waste, Sandbags, Plastic & Glass Bottles, Bi-Metal Cans, Charred Wood and Ash.	▪ Fires and explosions resulting from disruption of utility systems generate fire debris such as charred lumber and ash. ▪ Landslides and rockslides resulting from the initial event and subsequent aftershocks generate mud and rock debris. ▪ Large volumes of plastic and glass water bottles are generated when emergency water supplies are brought into an affected area. ▪ Re-construction and renovation wastes are indirect earthquake debris. ▪ Debris is homogeneous and concentrated in the affected areas.
Monsoons Rainstorms Tropical Storms	Construction & Demolition, Personal Property, White Goods, Inerts, Hazardous Waste, Putrescible & Vegetative Waste, Sandbags, Plastic & Glass Bottles, Bi-metal Cans, Charred Wood and Ash.	▪ A typical monsoon season rainstorm of 1-3 inches, within hours, in a concentrated area can cause considerable damage, especially in areas where heavy rains cause flash floods that can trigger mudflows and landslides. ▪ Fires and explosions resulting from disruption of utility systems generate fire debris such as charred lumber and ash. ▪ Large volumes of plastic and glass water bottles are generated when emergency water supplies are brought into an affected area. ▪ Debris is commingled and scattered beyond the affected areas.
Wind Storms Tornados	Construction & Demolition, Personal Property, White Gods, Inerts, Hazardous Waste, Putrescuble & Vegetative Waste, Sandbags, Plastic & Glass Bottles and Bi-metal Cans.	▪ Fires and explosions resulting from disruption of utility systems generate fire debris such as charred lumber and ash. ▪ Large volumes of plastic and glass water bottles are generated when emergency water supplies are brought into an affected area. ▪ Debris is commingled and scattered in and beyond the affected areas.
Volcanic Eruption	Ash, Downed Trees, Damaged Structures and Molten Rock.	▪ Large volumes of plastic and glass water bottles are generated when emergency water supplies are brought into an affected area.
Civil Unrest	Personal Property, Charred Wood and Glass.	

TABLE 3
Re-Use and Recycling Markets for Disaster Debris

DEBRIS MATERAL	USE	MARKETS
Putrescible & Vegetative Debris	***Food Wastes:*** Compost ***Trees, Branches, Leaves:*** Mulch, Landfill Cover, Fuel	Farms, Composting Facilities, Landscape Companies, Landfills
Inert Debris	Gravel, Backfill, Soil Amendment, Landfill Cover	Cement Manufactures, Soil Amendment/Horticultural Industry, Landscape Companies, Landfills and Construction Companies.
Construction & Demolition	***Asphalt:*** Recycled Asphalt ***Concrete:*** Aggregate Base, Sidewalk Backfill, Gravel Road Cap, Decorative Gravel	Public Works Construction Contractors, Construction Companies, Asphalt Recyclers, Public Works Departments
	Construction Lumber: Re-use, Fuel, Bulking Agents	Construction Companies, Building Restoration & Repair Contractors, Cogeneration Plants, Waste to Energy Plants
	Construction Plastics: Re-use or Recycle	Plastics Recyclers, Construction Companies, Salvage Dealers
	Drywall: Gunite Mix, Soil Amendments, New Drywall, Re-use	Drywall Manufactures
	Carpet: Secondary Fibers for Recycled Content Products	Carpet Recyclers and Rag Industry
	Metals: Scrap Metal	Construction Companies, Metals Recyclers, Salvage Dealers, Smelters and Steal Mills
Personal Property	Repaired and Reused	Resale shops, Non-profit Organizations
Damaged White Goods	Repaired and Reused, Metals Salvaged	Resale shops, Repair Shops, Second Hand Appliance Shops, Scrap Metal Dealers
Damaged Vehicles	Repaired and Reused, Salvage	Resale, Metal Salvage Yards
Hazardous Wastes	***Latex Paint:*** Recycle ***Used Motor Oil:*** Recycle	Paint Manufactures Motor Oil Manufactures
Bi-metal Containers **Plastic & Glass Bottles** **Sand Bags**	Recycled	Standard Recycling Markets Cement Manufactures

TABLE 4
Department Functions

DEPARTMENT	FUNCTION
Elected Officials, Administrators, Chief Administrative Officer, City Manager	Oversees the political process. Makes Policy. Delegate authority to teams, interdepartmental coordination; decision-making.
Planning	Land use, zoning, variances, permits and environmental review. Sites temporary storage facilities and conducts environmental assessments. Issues conditions of approvals for projects.
Public Works Department; Street Maintenance, Water & Power Department	Emergency road debris clearance. Review temporary debris storage facility site plans on Public Property and private property. Issues conditions of approval for temporary debris storage sites. Develops bids and administers public contracts. Restoration utilities, services, streets, sewage and solid waste functions.
Building and Safety, Fire Department, Health Services	Enforces codes, designates structurally unsafe properties, issues building permits, issues demolition permits and oversees demolition; Private property plan review; issues construction permits.
Treasurer, Controller, Assessor, Accounting, Finance Management, Risk Management	Public finance; budgeting; contracting; accounting and claims processing; taxation; Track expenditure impact of post disaster labor and materials. Tracts contract costs. Insurance settlements.
Emergency Services	Requests for disaster assistance and is the liaison with FEMA & State; Coordinates documentation for FEMA reimbursement. Secure labor personnel to assist in debris removal i.e. mission assignments with volunteer groups, employment department and social services groups, conservation corps etc.
Legal	Provides advice on emergency authorities and actions; Prepares ordinances, resolutions and regulations i.e. ordinance for temporary storage sites; emergency authority for staff to execute contracts on behalf of governing body. Prepares legal opinions.
General Services	Secures supplies, vehicle and equipment purchases, secures office space, negotiates land contracts. Coordinates emergency purchases and secures communications needs.
Information Services	Geographic information system (GIS) responsibilities to include mapping of diversion/disposal sites.
Personnel, Administrative Services	Hires additional disaster assistance personnel.
Public Information Office	Informs the public through all media about disruption and resumption of waste collection services and recycling facility accessibility. Educates public through media on how to place disaster debris at the curb for recycling program. Acts as the principal spokesperson for the organization. Establishes an office through which all communication is directed. In charge of rumor control. Issue timely and consistent information to the general public, media, recovery workers and contractors.
Planning, Public Works, Fire Marshal; Health & Environmental Services, Sanitation Districts, Recycling & Solid Waste Department, Regional Solid Waste Authority *(Depending on the structure of the organization, any of these departments could be responsible for performing these functions.)*	Provides technical assistance to construct temporary debris storage facilities. Assists in assessing post-disaster damage to facilities. Develops debris estimates. Identifies and secures storage areas at existing solid waste facilities or on publicly or privately owned property. Identifies permits required under state & local requirements. Determines environmental controls; develops monitoring program. Develops diversion or recycling program. Identifies reuse and recycling markets for disaster debris. Coordinates with haulers, brokers and processors for disaster debris reuse or recycling. Develops contract & bids for debris removal and recycling contracts. Implements debris removal contract. Coordinates schedules with debris haulers, volunteer groups and waste haulers. Provides information to Public Information Officer and administrators. Coordinates HHW program. Oversees solid waste landfills. Ensures resumption of operation at solid waste and recycling facilities. Issues and monitor debris contracts track disaster debris related costs.

Attachment A

PRE-DISASTER ASSESSMENT CHECKLIST

Reference: Public Assistance, Debris Management Guide, FEMA 325 Chapter 5

Public Assistance, Policy Digest, FEMA 321/January 2008 page 31-32,44

1. Develop local checklist of available resources to handle debris.

2. Conduct a disaster event analysis and waste characterization analysis.

3. Identify temporary storage sites, as necessary.

4. Identify end-uses and markets for recycled debris.

5. Identify local and regional critical routes to medical facilities, police and fire stations.

6. Establish debris assessment process to define scope of problem and possible mitigation needs.

7. Develop 'Right of Entry' and 'Hold Harmless' agreements indemnifying all levels of government against any potential claims.

8. Determine contract needs by identifying potential local contractors for debris removal and processing.

9. Review 'Mutual Aid' agreements.

10. Identify labor needs.

11. Review local ordinances and identify appropriate regulatory agencies regarding emergency response needs.

Attachment B

DEBRIS MANAGEMENT CHECKLIST

Public Assistance, Debris Management Guide, FEMA 325

1. Become familiar with the federal debris removal criteria and guidelines.
2. Develop a debris removal strategy.
3. Identify project scope.
4. Select debris management program(s).
5. Set program goals.
6. Identify debris removal and processing equipment needs.
7. Determine appropriate method of operation.
8. Review funding options.
9. Establish public information program.
10. Develop monitoring and enforcement program(s).
11. Identify program barriers.
12. Develop a contingency plan.
13. Pursue regional coordination.
14. Develop incentives for recycling/reuse.
15. Compile list of recyclers available in the region.
16. Set up accounting/tracking system for debris programs.
17. Develop a debris training program for local and regional personnel.
18. Set up records retention system and archives.

Attachment C

CONTRACTING CHECKLIST

Reference: Public Assistance, Debris Management Guide,FEMA 325 Chapter 2&10. Public Assistance, Policy Digest,FEMA 321 Pg 23,24,25,50,79,101,131.

1. Perform contract services assessment.
2. Review need for environmental or hazardous waste issues.
3. Assess need for short and long term operations.
4. Select and execute contract.
5. Determine need for special engineering organization.
6. Develop project quantity/cost estimates.
7. Develop diversion language for contracts as required.
8. Review general considerations.
9. Review accounting considerations.
10. Review contract administration procedures.
11. Ensure contracts are consistent with FEMA/State guidelines.

Attachment D

CURBSIDE COLLECTION PROGRAM CHECKLIST

Public Assistance, Debris Management Guide, FEMA 325, Chapter 7.

1. Identify/Quantify material to be collected.
2. Determine processing and facility needs.
3. Identify labor and equipment needs.
4. Review eligibility requirements.
5. Select method to locate curbside waste.
6. Determine method of implementation.
7. Use Public Information sources to notify public of pickup schedules.
8. Use drop-off locations, if appropriate.
9. Identify temporary storage areas as necessary.
10. Identify/establish markets for collected materials.
11. Review contract requirements.
12. Develop tracking/documentation system.
13. Develop a public information program/strategy.
14. Develop methods to encourage reuse or recycling of debris materials.
15. Develop monitoring and enforcement programs as required.

Attachment E

PUBLIC INFORMATION CHECKLIST

Public Assistance, Debris Management Guide, FEMA 325, Chapter 5

1. Establish a Debris Information Center.
2. Set up a hotline.
3. Arrange for media advertising messages.
4. Use other advertising means as necessary; door hangers, billboards, etc.
5. Set up a Web Site.
6. Conduct public forums and/or town meetings.
7. Advertise collection points and program closure dates
8. Advertise what material is eligible, or not eligible for collection.
9. Make public notices in all languages used in the affected area.

Attachment F

DEMOLITION POLICY CHECKLIST

Reference: Public Assistance, Debris Management Guide, FEMA 325, Chapter 4 and 12

Public Assistance, Policy Digest,FEMA321, Page 34 ,89

Preparation phase:

1. Review demolition policies in the referenced FEMA Policy Digest.
2. Prepare demolition plan.
3. Identify affected areas.
4. Conduct historic preservation review.
5. Prepare video documentation as required.
6. Establish haul routes.
7. Obtain wavers and releases.
8. Prepare contracts.
9. Review bids and select contractor(s).

Demolition Phase:

1. Identify hazardous materials in damaged buildings.
2. Obtain proper permits.
3. Notify residents and utilities of demolition schedule.
4. Remove hazardous material and dispose of properly.
5. Develop a plan to handle special wastes.
6. Demolish building.
7. Recycle demolition debris to the extent possible.
8. Remove, transport, and dispose of remaining debris.

Post-Demolition Phase:

1. Issue required reports to city, state and/or FEMA .
2. Inspect properties.
3. Videotape and photograph the completed site and area as necessary.
4. Maintain contract records.
5. Complete processing of claims for funding and project closeout.

Attachment G

HOUSEHOLD HAZARDOUS WASTE (HHW) COLLECTION CHECKLIST

Reference: Public Assistance, Debris Management Guide ,FEMA 325, Chapter 7

Develop HHW collection plan:

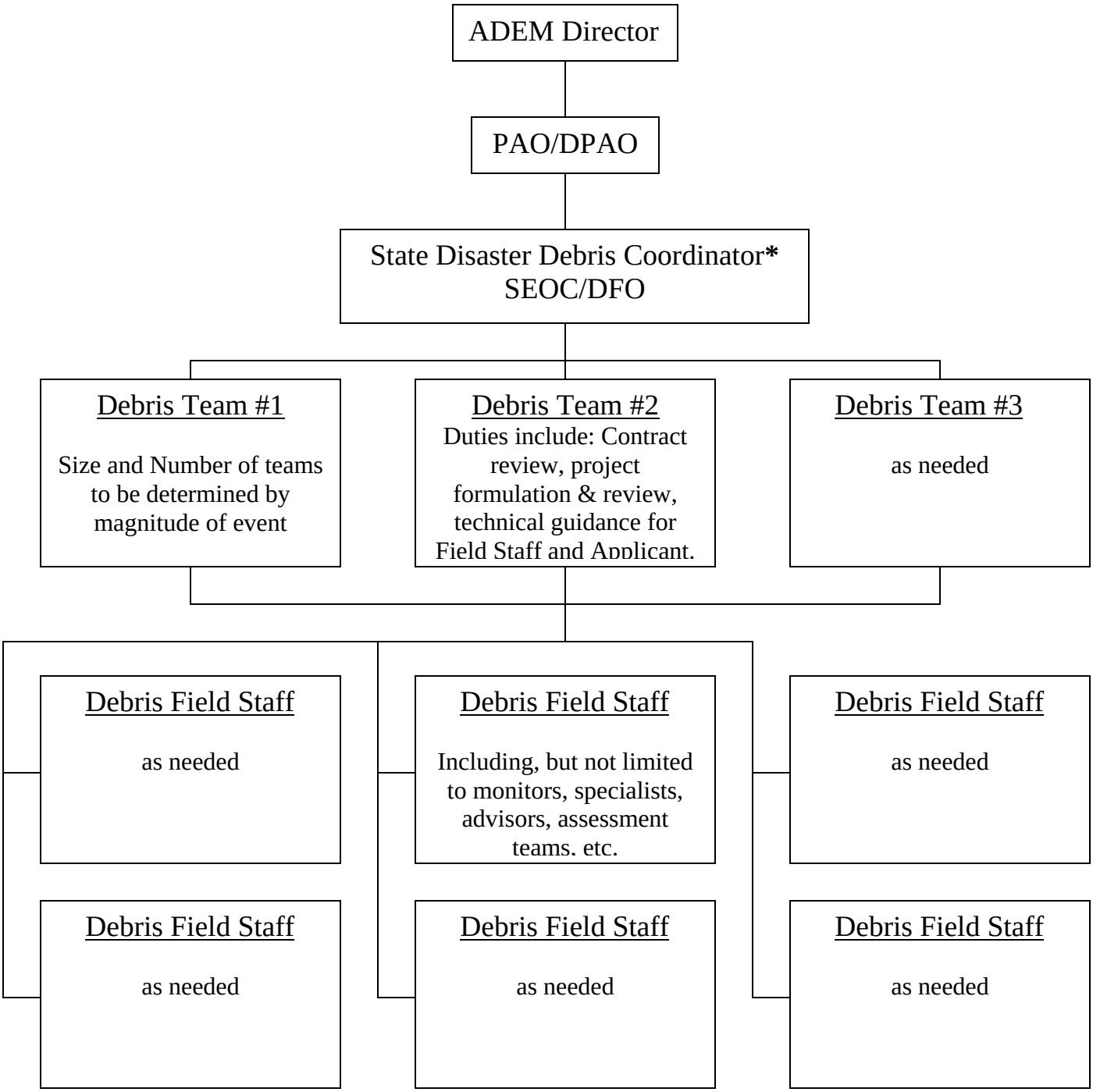
1. Describe existing HHW collection plan.
2. Designate a local HHW disaster coordinator.
3. Provide training to local and emergency personnel on HHW issues.
4. Enter Mutual Aid agreements.
5. Identify potential collection sites and equipment.
6. Prepare contractor and debris hauler agreements.
7. Assess need for special HHW collection issues.
8. Provide public information/notification.
9. Establish or expand load-checking programs.
10. Apply for state and federal assistance funds.
11. Apply for state HHW permits as necessary.
12. Document costs, quantities, and type of HHW collected.

Establish HHW collection plan:

1. Define roles and responsibilities.
2. Establish a planning committee.
3. Establish HHW collection goals.
4. Determine funding availability.
5. Decide who the program participants will be.
6. Gather information about HHW laws and regulations, types and quantities of HHW that may be collected.

ARIZONA DIVISION of EMERGENCY MANAGEMENT (ADEM)

Debris Staff Organizational Chart



* Coordinator could be a Disaster Reservist – Disaster Reservists, as required, will fill all other positions.